Enhancing Documents Active Listening Guide

# Setting Up Pages in the Document

* Applying Page Borders> In the \_\_\_\_\_\_\_\_ tab in the \_\_\_\_\_\_\_\_\_\_\_\_ group you can apply a page border.
* What are some of the options for borders?
* What is a fill?
* How can you convert test in a document into columns? Give an example as to when you would do this.
* Where are the headers and footers?
* Describe Word art. Insert your name the Fill Red, Accent 2,Warm Matte Bevel. List the steps.

# Reorganizing the Document

## **Outline**

* Which tab is the outline view located?
* What does the Outline View do?
* List 3 uses/ tasks that can be completed using the outline view

## **Navigation Pane**

* How is the Navigation Pane used to increase productivity?
* How are headings arranged in the Navigations Pane?
* List five uses/ tasks you can complete in the Navigation Pane

# Inserting Section Breaks

* Section breaks help you modify a document by doing what?
* Section breaks allow you to do what to the formatting of each section?
* Where do you view the section breaks?
* What types of section breaks are available in Word 2010?
* How do I insert several section breaks?
* How are section breaks displayed?
* Can they be deleted?

# View Adding Tables and Captions Demonstration

# Complete Enhancing Documents Lab 1

# Working with Smart Art and Screen Shots

* Using the glossary at the end of the Module you will use smart art to show a relationship between the term and the definition, I suggest using the list.
* Practice editing screen shots.
  + Open Two blank Word 2010 documents. One you will use to insert the screen shot of the ribbon of the other screen. Change the page layout to landscape.
  + Insert an arrow and text indicating what the general function of each tab on the ribbon is used for. Print this document with your name in the header.

# Reviewing a Document

* To Review a document you must first do what?
* List 4 formatting options you can choose in Track changes
* What are the Screen Tips? Can they be edited?
* What is the last step of Reviewing the changes made?

# Managing Tracking Changes Lab

# **Take the Self Assessment**

Without cheating, how did you do?